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[REDACTED]

Chief, Education Standards Staff
CS - 15

MISSION

As a general training consultant to assist in the establishment of the Office of Training in the Central Intelligence Agency.

FUNCTIONS

1. To assist in planning and organizing those phases of the training program of the Agency that pertain particularly to Departmental personnel.
2. To have general supervision over Agency Orientation and Clerical Training programs.
3. To be administratively responsible for Unclassified Training Group A, Language Training, and Training Liaison with Universities, Colleges, and Institutes.

TASKS

1. To organize and maintain the operations of Unclassified Training Group A: acceptance of trainees, constant check-up on progress of trainees, insuring quality of instruction, providing for trainees who have completed courses but remain uncleared, maintaining constant liaison with operating offices from which trainees come.
2. To provide language training facilities to meet current needs of Agency personnel; to explore and develop additional language training resources outside of Washington; to develop effective working relations with language training facilities in the Washington area; to establish language training opportunities within the Agency.
3. To explore the problem of functional training liaison between the Office of Training, operating offices in the Agency, and colleges, universities, and institutes that may develop programs to meet the specific training needs of Agency personnel in all fields of investigation.

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TASKS (continued)

4. To give general supervision on policy matters and solving specific operational problems to the officer in charge of the Agency Orientation program.
5. To give general supervision on policy matters to the officer in charge of the Clerical Training program.

PERSONNEL SUPPORT

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- Administrative Officer, Unclassified Training Group A.
- In charge of Clerical Training
- In charge of Agency Orientation Program
- Secretary

MAJOR TASKS COMPLETED

- Planning and organizing Unclassified Training Group A.
- Establishing good working relations for language program at Georgetown.
- Establishing good working relations for language programs at the Foreign Service Institute, Department of State.
- Planning and implementation of Agency Orientation program.
- Planning phases of Career Corps program.
- General policy decisions of the Office of Training.

MAJOR TASKS FOR NEAR FUTURE

- Firming up language training program in all aspects, especially the establishment of a language laboratory within the Agency.

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Close supervision over projects initiated

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